

FAYETTEVILLE STATE UNIVERSITY

CONFLICTS OF INTEREST AND COMMITMENT

EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	Employment
Applies to:	● Administrators ● Faculty ● Staff
History:	Revised – April 10, 2024 (Technical Corrections) Revised – September 1, 2017 Revised – April 18, 2013 Revised – August 17, 2012 Revised – September 14, 2011 Revised – August 25, 2010 First Issued – August, 1995
Related Policies/ Regulations/Statutes	<ul style="list-style-type: none"> ● Copyright Use and Ownership ● Financial Conflicts of Interest ● Conflicts of Interest and Commitment [UNC Policy #300.2.2] ● Regulations on External Professional Activities for Pay by Faculty and EHRA Non-Faculty Employees [UNC Policy #300.2.2.1[R]] ● Regulations for Senior Academic and Administrative Officers on External Professional Activities for Pay and Honoraria [UNC Policy #300.2.2.2[R]] ● University Research Relations with Private Enterprise [UNC Policy #500.1] ● Patent and Copyright Policies [UNC Policy #500.2] ● University Equity Acquisitions Policy [UNC Policy #500.6] ● Research Misconduct [UNC Policy #500.7]
Contact for Info:	Provost and Vice Chancellor for Academic Affairs (910) 672-1460 Division of Legal, Audit, Risk and Compliance (910) 672-1145 Office of Human Resources (910) 672-1146

I. PURPOSE

This *Policy* is implemented to govern external relationships between Fayetteville State University (University) and its employees and to ensure that University employees adhere to state and federal regulations and UNC and University policies related to conflicts of interest in research and non-research activities and external professional activities for pay. Unless specifically exempted by a particular section, this *Policy* applies to employees subject to (SHRA) and employees exempt from (EHRA) the State Personnel Act. Employees not complying with this *Policy* will be subject to disciplinary action.

II. DEFINITIONS

A. Conflict of Commitment

A *conflict of commitment* relates to the distribution of time and effort between obligations to an employee's University employment and the employee's participation in other activities outside of the employee's University employment. The latter may include such generally encouraged extensions of professional expertise as professional consulting. Such activities promote professional development and enrich the individual's contributions to the University, to the profession, and to society. However, a conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time or is conducted at a time that interferes with the employee's fulfillment of the employee's University employment responsibilities.

B. Conflict of Interest

A *conflict of interest* relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising an employee's objectivity in meeting the employee's University duties or responsibilities, including research, service and teaching activities and administrative duties. The bias that such conflicts may impart can affect many University duties, including decisions about personnel, the purchase of equipment and other supplies, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work.

A University employee may have a conflict of interest when the employee, or any member of the employee's immediate family, has a personal interest in an activity that may affect decision making with respect to the employee's responsibilities. For the purposes of this *Policy*, an employee's immediate family includes that person's spouse and dependent children.

While a Conflict of Interest may result from nonfinancial interests or considerations, the overwhelming majority of Conflicts of Interest result from a Financial Interest of an employee who is in a position to make a supervisory, academic, or administrative decision which may be compromised because of potential financial gain from a Financial Interest.

C. Department or Unit

Department or Unit means an academic department, or any other administrative unit designated by the Chancellor. *Department Chair or Unit Head* refers to the person with supervisory responsibility for the employee, whether in an academic or non-academic department.

D. Employee

An employee (employee) refers to any person – faculty or non-faculty – who is employed by the University to include temporary employees and adjunct faculty. Additionally, part-time employees are covered by this *Policy* insofar as their University responsibilities are concerned, except that part-time employees are not required to complete the *Notice of*

Intent to Engage in External Professional Activities for Pay form (Appendix A). Employees on leave are covered if the leave is funded at least partially from University sources.

E. External Professional Activity for Pay

(Applicable to faculty and staff employees exempt from the Human Resources Act (EHRA))

An *external professional activity for pay* is defined as any activity that includes the following:

1. is not included within one's University employment responsibilities;
2. is performed for any entity, public or private, other than the University employer;
3. is undertaken for compensation; and
4. is based upon the professional knowledge, experience, and abilities of the EHRA employee.

An activity for pay not involving such professional knowledge, experience and abilities are not subject to the advance disclosure and approval requirements of Section III of this policy, although such an activity is subject to the basic requirement that outside activities of any type not result in neglect of primary University duties, conflicts of interest, conflicts of commitment, inappropriate uses of the University's name or resources, or claims of University responsibility for the activity.

SHRA employees are not covered by this provision of this Policy. SHRA employees who engage in external activities for pay should consult the University's *Secondary Pay or Employment* policy.

F. Inappropriate Use or Exploitation of University Resources

Inappropriate use or exploitation of University resources means using any services, facilities, equipment, supplies or personnel which members of the general public may not freely use for other than the conduct of University employment responsibilities. An employee engaged in external professional activities for pay may use, in that connection, his or her office and publicly accessible facilities such as University libraries; however, an office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction. Under no circumstances may any employee use the services of another employee during University employment time to advance the externally compensated employee's professional activities for pay.

G. University Employment Responsibilities

University employment responsibilities include both "primary duties" and "secondary duties." Primary duties consist of assigned teaching, scholarship, research, institutional service requirements, and other assigned employment duties. Secondary duties consist of professional affiliations and activities traditionally undertaken by employees outside of the immediate University employment context that redound to the benefit of the profession and to higher education in general. Such endeavors, which may or may not entail the receipt of honoraria or the reimbursement of expenses, include membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly

publications and books; and service to accreditation bodies. Such activities are encouraged, provided they do not conflict or interfere with the timely and effective performance of the employee's primary duties or University policies.

H. **Financial Interests**

Financial Interest is defined as:

1. Payment for services to the employee not otherwise defined as the employee's University salary (e.g. consulting fees, honoraria, paid authorship);
2. Equity or other ownership interest in a publicly or non-publicly traded entity (e.g. stock, stock options, or other ownership interest); or
3. Intellectual property rights and interests upon receipt of income related to such rights and interest, held by the Covered Employee or members of his/her immediate family.

The following items are excluded from the definition of Financial Interest:

- Income from investment vehicles, such as mutual funds or retirement accounts, in which the employee or member of his/her immediate family do not directly control the investment decisions.
- Intellectual property rights assigned to the University and agreements to share in royalties related to such rights.

III. **COMPLIANCE WITH FEDERAL AND STATE REGULATIONS**

A. **Federal Regulations Governing Conflicts of Interests**

In addition to the procedures for reporting external activities for pay and general conflicts of interest and commitment set forth in this *Policy*, federal regulations require that the University manage, reduce, or eliminate any actual or potential conflicts of interest that may exist in relation to instruction, research, and service activities funded by the federal government. The primary purpose of the federal regulations is to prevent bias in the design, conduct, and reporting of federally funded research.

1. **Activities Sponsored by Federal Agencies**

To receive federal funding for grants and contracts, the University is required to certify in the application for funding the following:

- a. the University has in place a written and enforced administrative process to identify and manage, reduce or eliminate conflicting interests;
- b. the University will, before expending any funds under an award, report to the federal agency the existence of an identified conflict of interest and assure that the conflict of interest has been managed, reduced or eliminated in accordance with the federal regulation and that the

University will do the same for any conflicting interest first identified after the initial report;

- c. the University will make available to the federal agency on request information regarding all conflicts of interests identified by the University and how those interests have been managed, reduced, or eliminated to protect research from bias; and
- d. the University will otherwise comply with all aspects of any other federal regulations.

2. Employee Disclosures Related to Activities Sponsored by a Federal Agency

The responsibility for compliance with any federal regulation pertaining to conflicts of interest shall reside with the employee. Thus, an employee submitting a grant or contract proposal for federal funding through the University, or conducting research or other activities pursuant to a federal grant or contract, shall complete a electronic version of the *Conflict of Interest and Commitment Disclosure Form* as required by this *Policy* and report any activity or significant financial interest that would reasonably appear to affect the proposed or funded activity. Additionally, the *Principal Investigator* on a project shall be responsible for ensuring that any potential conflict of any member of the research team is reported as required by this *Policy*.

The University, through its Office of Sponsored Research and Programs, shall not submit a proposal to a funding agency if it does not have on file a *Conflict of Interest and Commitment Disclosure Form* and/or a *Public Health Service Financial Conflict of Interest Form*. Neither will the University execute award documents or allow expenditures of research or other funds from sponsoring federal agencies if the employee's *Conflict of Interest and Commitment Disclosure Form* required by this *Policy* is not completed, or if the Department's review and resolution of any conflict is not yet completed and approved. The disclosure statement must be updated annually during an award period and at any time new *financial interest or conflict of interest arises*.

3. Human Subjects Research

Absent compelling circumstances, an employee who has a financial interest in a company sponsoring human subject's research **may not** conduct such research.

B. State Regulations Governing Conflicts of Interests

The following activities that have the potential for creating conflicts of interest are prohibited by North Carolina law and, therefore, may not be undertaken:

1. North Carolina law prohibits state employees involved in making or administering contracts on behalf of a state agency from deriving a direct benefit from the contract; and, even if not making or administering a contract on behalf of the state agency, if the employee will derive a direct benefit from the contract,

he or she may not attempt to influence any other person who is involved in making or administering the contract. [N.C.G.S. 14-234(a)(1), (2)]

2. North Carolina law prohibits state employees from soliciting or receiving any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the state agency for which the employee works. [N.C.G.S. 14-234(a)(3)]
3. A state employee may not benefit financially, or help someone else benefit, from non-public information gained by the employee in his or her official capacity. [N.C.G.S. 14-234.1]

IV. CONFLICTS OF COMMITMENT AND CONFLICTS OF INTERESTS

A. Conflict of Commitment

Conflicts of commitment include activities such as consulting or participation in a private business endeavor, involving time commitments that would interfere with an employee's university employment responsibilities. Such activities are unacceptable. Conflicts of commitment may also arise in connection with non-compensated activities. If an employee's university employment responsibilities are not met due to time spent on an outside activity, a conflict of commitment exists notwithstanding that the employee may receive no economic benefit from the outside activity.

The formal method that should be used by a department head to determine whether an employee is devoting sufficient time and energy to University employment include regular reviews of performance in connection with annual salary decisions and scheduled reviews incident to promotion, reappointment, or tenure decisions. In addition, complaints from students, colleagues, or administrators about possible failures to meet assigned responsibilities may arise and require investigation. The issue, in each case, is whether the employee is meeting the requirements of the job. If presented with evidence that the employee is not meeting full-time responsibilities to the University, disciplinary action, including the possibility of discharge, may be considered.

B. Conflict of Interest

An employee has a conflict of interest when the employee, or any member of the employee's immediate family, has a personal interest in an activity that affects, or has the appearance of affecting, the objectivity of the employee's decision making with respect to the employee's University responsibilities. The University has established some basic parameters of general applicability that will permit employees to recognize more readily and clearly those situations that are improper, or that may be questionable. The parameters are as follows:

1. Categories of Potential Conflicts of Interest

Activities that may involve conflicts of interest can be classified under three (3) categories. Examples are included that are merely illustrative and do not purport to include all possible situations within the three (3) categories.

a. **Category 1 Activities – Allowable With No Reporting Required**

Category 1 activities include activities external to University employment that may present the appearance of a technical conflict, but they in fact do not have the potential for affecting the objectivity of the employee's performance of the employee's University responsibilities. At most, some situations could prompt questions about conflicts of interest. Examples of such activities are as follows:

- An employee receiving royalties from the publication of books or for the licensure of patented inventions subject to the UNC Patent and Copyright Policies.
- An employee having an equity interest in a corporation, the exclusive function of which is to accommodate the employee's external consulting activities.
- An employee receiving nominal compensation, in the form of honoraria or expense reimbursement, in connection with service to professional associations, service on review panels, presentation of scholarly works, and participation in accreditation reviews.

b. **Category 2 Activities - Requires Disclosure and Administrative Review**

Category 2 activities include activities that suggest a possibility of conflicting loyalties that can impair objectivity, but disclosure and resulting analysis of relationships may render the activities permissible, perhaps with certain types of limitation or monitoring. Examples are as follows:

- An employee requiring students to purchase the textbook or related instructional materials of the employee or members of his or her immediate family, which produces compensation for the employee or family member.
- An employee receiving compensation or gratuities (other than occasional meals, gifts of desk copies of textbooks, and the like) from any individual or entity doing business with the University. Note that no university employee may seek or receive any gift, reward, or promise of reward for recommending, influencing, or attempting to influence the award of a contract by his or her employer (*See the University's policy on Ethics*).
- An employee serving on the board of directors or scientific advisory board of an enterprise that provides financial support for University research, and the employee or a member of his or her immediate family may receive such financial support.
- An employee serving in an executive position in a for-profit or not-for-profit business which conducts research or other activities in an area related to the University duties of the employee.

- An employee having significant equity in a for-profit business which conducts research or other activities in an area related to the employee's University duties.
- An employee having a financial interest in a business that competes with services provided by the University.
- An employee accepting support for University research under conditions that require research results to be held confidential, unpublished, or inordinately delayed in publication. Research conducted by employees or students under any form of sponsorship must maintain the University's open teaching and research philosophy and must adhere to a policy that prohibits secrecy in research. Such conditions on publication must be in compliance with *UNC Policy Manual*, 500.1 and 500.2, and with the University's intellectual property policy.

c. **Category 3 – Activities/Relationships Generally Not Allowable**

Category 3 activities include activities or relationships that generally are not allowable which involve situations that present obvious opportunities or inducements to favor personal interests over University interests. Before proceeding with such endeavors, the employee must demonstrate that in fact the employee's objectivity would not be affected or University interests otherwise would not be damaged. Examples include the following:

- An employee participating in University research involving a technology owned by or contractually obligated to (by license or exercise of an option to license, or otherwise) a business in which the individual or a member of his or her immediate family has a consulting relationship, has an ownership interest, or holds an executive position.
- An employee participating in University research which is funded by a grant or contract from a business in which the individual or a member of his or her immediate family has an ownership interest.
- An employee assigning students, post-doctoral fellows or other trainees to University research projects sponsored by a business in which the individual or a member of his or her immediate family has an ownership interest.
- An employee making referrals of University business to an external enterprise in which the individual or a member of his or her immediate family has a financial interest.
- An employee associating his or her own name with the University in such a way as to profit financially by trading on the reputation or goodwill of the University.
- An employee making unauthorized use of privileged information acquired in connection with one's University responsibilities.

2. Disclosure Form

a. Submission

All employees, including part-time employees are required to complete and submit the *Conflict of Interest and Commitment Disclosure Form (COIC Form)* before October 1st of each year or by a date established by the Office of Human Resources. Additionally, employees are required to supplement the information elicited on the *COIC Form* at any time during the year when a contemplated new venture might entail conflicts of interest.

All such forms must be submitted to the Department Chair (faculty/staff) or Unit Head (staff). Updated forms must also be submitted throughout the year if changes arise that the employee believes may either: (a) give rise to a potential conflict of interest activity, as specified in **Category 2** or **Category 3**; (b) eliminate a potential conflict previously disclosed; or (c) result in an affirmative answer to any question previously answered in the negative on the *COIC Form*.

Employees will be reminded annually to complete an electronic version of the *COIC Form*, and will be encouraged to seek assistance from their Department Chair Unit Head, or the General Counsel, if questions or special circumstances arise.

The *COIC Form* contains information that may have a direct bearing on the employee's employment. The form, therefore, shall be included in the employee's personnel file. As a part of the personnel file, the forms will be considered confidential. The information disclosed in the forms will be made available only to individuals duly charged with the responsibility for review, and the information may be released only in accordance with and as required by North Carolina law or lawful court order.

b. Review and Approval of COIC Forms

The Department Chair (faculty/staff) or Unit Head (staff) has the initial responsibility to review the forms filed by the employee within that department or unit. The Department Chair or Unit Head *may* refer any question regarding a conflict to the Dean (faculty/staff), or Vice Chancellor (staff), respectively, for review and decision and *must* refer to the Dean (faculty/staff) or the Vice Chancellor (staff), for review and approval any monitoring system that is proposed for **Category 2** activities and any request for an exception and monitoring for **Category 3** activities.

The Dean or Vice Chancellor may at his or her discretion refer the conflict evaluation of any **Category 2** or **Category 3** activity to the *Standing Committee on Conflict of Interest and Commitment* (described below) for its recommendation prior to making a decision on the activity.

The Dean must report all of his or her actions under the *Policy* to the Provost and Vice Chancellor for Academic Affairs (Provost) by sending a copy of the decision or approval letter to the Provost.

In the case of employees who hold administrative positions, the conflict evaluation and review process will proceed as follows: Department Chairs will report directly to their respective Dean; Deans and Directors will report to the appropriate Vice Chancellor; and Vice Chancellors and others reporting directly to the Chancellor will report to the Chancellor.

C. Standing Committee on Conflicts of Interest and Commitment

The Chancellor shall appoint a *Standing Committee on Conflicts of Interest and Commitment* (Committee). The Committee shall be responsible for reviewing cases that are submitted to it by any Dean or Vice Chancellor or by the Chancellor. The Committee will conduct a thorough review of each case and will make recommendations for conflict resolution to the University official who referred the matter to the Committee.

In any case before the Committee, the employee will be provided the opportunity to respond in person and in writing to the issues raised in the course of such review. Any such written response will be appended to the Committee's report for review by the referring University official.

D. Appeals

Any employee shall have the right to appeal any decision under this *Policy* involving the employee to the appropriate Vice Chancellor and then the Chancellor. The Chancellor's decision shall be final.

V. EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY
(Applicable only to Faculty and Non-Faculty employees exempt from the Human Resources Act)

The University seeks to appoint and to retain, as faculty and non-faculty employees, individuals of exceptional competence in their respective fields of professional endeavor. Because of their specialized knowledge and experience, such employees have opportunities to apply their professional expertise to activities outside of their University employment, including secondary employment consisting of paid consultation with or other service to various public and private entities. Through such practical, compensated applications of their professional qualifications, University employees enhance their own capabilities in teaching, research, and administration. Thus, participation of employees in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through technology transfer. However, such external professional activities for pay are to be undertaken only if they do not:

- Create a conflict of commitment by interfering with the obligation of the individual to carry out all primary University duties in a timely and effective manner;
- Create a conflict of interest vis-a-vis the individual's status as an employee of the University;
- Involve any inappropriate use or exploitation of University resources;
- Make any use of the name of the University of North Carolina or Fayetteville State University for any purpose other than professional identification; or

- Claim, explicitly or implicitly, any University responsibility for the conduct or outcome of such activities.

An employee who wishes to engage in external professional activity for pay must adhere to this *Policy* to provide satisfactory assurances that such activity will not interfere with the employee's University employment obligations. These regulations may not apply to employees serving on academic year (9-month) contracts, if the external professional activity for pay is wholly performed and completed outside of the academic year and the activity does not conflict with any policy of the University or Board of Governors and is not conducted concurrently with a contract for teaching, research, or other services to be provided to the University during a summer session.

External Professional Activities for Pay shall be limited to no more than the equivalent of 20 percent (20%) of the employee's contracted time during the appointment period.

An employee who is out of work due to an external professional activity for pay, or who wishes to retain an honorarium, may choose to use periodic uncompensated leave rather than annual leave. The periodic uncompensated leave may be taken in full days and partial days. External professional activities for pay performed for another institution or agency of the State of North Carolina also must comply with State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the Chancellor. The Board of Governors has also established rules for monitoring and regulating the involvement of University employees in political candidacy and office-holding that could interfere with full-time commitment to University duties. *Please refer to UNC Policy Manual, 300.5.1 et seq. for specific policy details.*

A. Disclosing an External Professional Activity for Pay

Any full-time EHRA employee who plans to engage in an external professional activity for pay shall complete the *Notice of Intent to Engage in External Professional Activity for Pay* (hereinafter referred to as *Notice of Intent*, see Appendix B), which shall be filed with the Department Chair (faculty) or Unit Head (staff). **A separate *Notice of Intent* shall be filed for each such activity in which an employee proposes to engage.** Unless there are exceptional circumstances, the *Notice of Intent* shall be filed no less than ten (10) calendar days before the date the proposed external professional activity for pay is to begin. University employees not complying with these procedures shall be subject to disciplinary action.

1. Review of the Notice of Intent

The Department Chair (faculty) or Unit Head (staff) has the initial responsibility to review the *Notice of Intent* submitted by the EHRA employee within that unit. If a decision is made to approve or disapprove the activity, the Department Chair (faculty) or Unit Head (staff) shall notify the EHRA employee, in writing, within ten (10) calendar days of his or her receipt of the *Notice of Intent*.

a. Approval of a Notice of Intent Activity

If, after a review of the *Notice of Intent* and consultation with the EHRA employee, the department chair/unit head determines that the proposed activity is consistent with the policies of the University or Board of

Governors, an approval may be granted for a period not to exceed the balance of either of the following:

- i. the fiscal year (in the case of 12-month EHRA employees and employees with contract service periods that include the summer session); or
- ii. the academic year (in the case of 9-month EHRA employees with no summer session contract) remaining as of the date of approval

If the approved activity will continue beyond the end of the relevant fiscal or academic year in which it was begun, an additional *Notice of Intent* must be filed at least ten (10) calendar days before engaging in such activity in the succeeding relevant year.

b. Denial of a Notice of Intent Activity

If, after a review of the *Notice of Intent* and consultation with the EHRA employee, the Department Chair (faculty) or Unit Head (staff) determines that the proposed activity is *not* consistent with the policies of the University or Board of Governors, the EHRA employee shall be notified, in writing, of that determination within ten (10) calendar days of the date the *Notice of Intent* is submitted to the appropriate individual.

2. Review of Notice of Intent Involving Potential Conflicts

If the *Notice of Intent* discloses either (a) a proposed activity for an entity that provides funding that directly supports the EHRA employee's University employment responsibilities or activities, or (b) a proposed activity for a private entity in which the EHRA employee or member of the employee's immediate family holds an equity or ownership interest or holds an office, the review and consideration procedure shall be as follows:

- The decision of the Department Chair or Unit Head shall be reviewed promptly and approved or disapproved within ten (10) calendar days of receipt by the individual to whom the Department Chair or Unit Head reports.
- If the individual to whom the Department Chair or Unit Head reports does not approve the proposed activity, the decision may be appealed by the EHRA employee to the Chancellor or the Chancellor designee. The decision of the Chancellor or Chancellor's designee shall be final.

B. Appeals

In the event the proposed activity is denied by the Department Chair or Unit Head, the employee shall not proceed with the proposed activity but may appeal that decision to the individual to whom the Department Chair or Unit Head reports, and then to the Chancellor or the Chancellor's designee. Appeals shall be made in writing within ten (10) calendar days from the receipt of notice of denial by the Department Chair or Unit Head.

A decision on any such appeal shall be made by the individual to whom the Department Chair or Unit Head reports within ten (10) calendar days of the date on which the appeal is received.

Thereafter, if an appeal is made to the Chancellor or Chancellor's designee such appeal must be made within the decision shall be made within ten (10) calendar days of the date on which the appeal is received. The decision of the Chancellor or Chancellor's designee shall be final.

C. Summary of Activities

Annually, departmental summaries of all *Notices of Intent* filed and of actions taken in response to such *Notices of Intent* during the preceding fiscal year shall be submitted by the Department Chairs and Unit Heads to the Office of Academic Affairs on or before July 1st of each year.

D. Activities Performed for Other State Institutions/Agencies

External professional activities for pay performed for another institution or agency of the State of North Carolina also must comply with State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the Chancellor or Chancellor's designee.

E. Honorariums

When State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the employee's State position or official duties on behalf of the State, the employee **shall not** receive an honorarium. In these instances, the employee may request that the honorarium be paid to the University. The honorarium may be retained by the employee only for activities performed during non-working hours or while the employee is on annual leave, if all expenses are the responsibility of the employee or a third party that is not a State entity and the activity has no relation to the employee's State duties.

An employee who is out of work due to an external professional activity for pay, or who wishes to retain an honorarium, may choose to use periodic uncompensated leave rather than annual leave. The periodic uncompensated leave may be taken in full days and partial days.

F. Inappropriate Use or Exploitation of University Resources

Inappropriate use or exploitation of University resources includes the use of any services, facilities, equipment, supplies or personnel that members of the general public may not freely use. An individual engaged in external professional activity for pay may use, in that connection, his or her University office on a limited basis and publicly accessible facilities such as University libraries; however, a University office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction. Other inappropriate use or exploitation of University resources, include but are not limited to the following:

1. Use of University Employees

Under no circumstances may a supervisory employee use the services of a supervised employee during University employment time to advance the supervisor's external professional activities for pay.

2. Use of the University's Telephone System

The University's telephone system should not be used for activities associated with external professional activities for pay, even if there is reimbursement for such calls. Fax machines and cellular telephones similarly should not be used.

3. Use of University Letterhead

For written communications, under no circumstances should University letterhead or postage be used for external professional activities, nor should other representations be made that imply University sponsorship or endorsement.

4. Use of the University's Library and its Databases

Use of the University's library resources would not be inappropriate, to the extent the services used are available to the public. However, use of certain on-line library research services and databases is often restricted to University use by licensing arrangements and thus such services may not be used in connection with external professional activities.

G. Senior Academic and Administrative Officer (SAAO)

Senior Academic and Administrative Officers (SAAOs) who engage in an activity from which external income is earned, that is not a part of the SAAO's University employment, must take annual leave if such activities take place within the conventional work week (i.e., between 8:00 a.m. and 5:00 p.m., Monday through Friday). SAAOs must also file appropriate *Notices of Intent*, in accordance with this *Policy*, to provide satisfactory assurances that such activity will not interfere with their University employment obligations

SAAOs may engage in employment-related activities for which an honorarium is received. When State-reimbursed travel, work time, or resources are used or when the activity can be construed as related to the SAAO's State position or official duties on behalf of the State, the SAAO shall not receive an honorarium. The SAAO may request that the honorarium be paid to the University. The honorarium may be retained by the SAAO only for activities performed during non-working hours or while the SAAO is on annual leave, if all expenses are the responsibility of the SAAO or a third party that is not a State entity and the activity has no relation to the SAAO's State duties.

F. Activities Performed for Other State Institution/Agencies

External professional activities for pay performed for another institution or agency of the State of North Carolina also must comply with State policies governing dual employment and compensation, unless an exception to those State policies is expressly authorized by the Chancellor or the President.

**APPENDIX A
FAYETTEVILLE STATE UNIVERSITY**

**NOTICE OF INTENT TO ENGAGE IN
EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY**

(To be completed only by Faculty and Non-Faculty employees exempt from the Human Resources Act)

Name: _____

Title/Rank: _____ Department/Unit: _____

Campus Address: _____ Campus Phone: _____

Please provide the information requested below if you are requesting authorization to engage in external professional activity for pay.

1. Name and address of contracting organization: _____

2. Nature of proposed activity: _____

3. Beginning date and anticipated duration of activity: _____

4. Average number of hours per week to be devoted to the activity?

a. 10, 11 and 12-month employees _____ hours per week

a. 9-month employees fall semester _____ hours per week

spring semester _____ hours per week

summer session I (pre July 1) _____ hours per week

summer session I (post July 1) _____ hours per week

5. Total number of hours during fiscal year (July 1st – June 30th) to be devoted to activity _____.

6. Identify classes, meetings, or other University duties that will be missed because of involvement in the proposed activity (*identify the duties that will be missed based on the components of the academic year shown above, if 9-month employee*) and identify what arrangements have been made to cover such duties

Duties Missed

Arrangements to Cover

7. Use of University resources in connection with proposed activity:

a. Will the activity entail the use of any University resources (see the *University's policy on Conflict of Interest and Commitment and External Professional Activities for Pay*.) () **Yes** () **No**

b. If yes, describe what resources will be used.

8. To your knowledge, does the contracting organization above provide funding which directly supports any of your University duties or activities? () **Yes** () **No**

9. Please complete if the contracting organization is a private company:

a. Do you or any member of your immediate family own an equity interest in the contracting organization? If yes, please explain. () **Yes** () **No**

b. Do you hold an office in the contracting organization? If yes, please explain. () **Yes** () **No**

I have reviewed the University's policy on External Profession Activities for Pay and agree that the information presented above is truthful and the described activity is consistent with this policy.

Signature

Date

**THE COMPLETED FORM SHOULD BE PROVIDED TO
THE EMPLOYEE'S DEPARTMENT CHAIR OR UNIT HEAD.**